

## UUSS Board of Trustees Meeting Minutes

April 26, 2018

Board Members Present: President Margaret Wilcox, Vice-President Denis Edgren,  
Treasurer Gordon Gerwig, Kathy Bernard, Carl Crain, Sally White,  
Carl Gardner, Roger Olsen, Annika Lawson, Youth Trustee

Board Members Absent: Victoria Owens

Staff Present: Rev. Dr. Roger Jones, Rev. Lucy Bunch

### 1. Welcome

President Margaret Wilcox opened the meeting at 7:05 p.m.  
Chalice lighting and centering -Rev. Lucy

### 2. Consent Agenda

The March BOT minutes were approved.

### 3. Governance and Leadership: Rev. Lucy Bunch – Beloved Conversations

Congregational work focused on anti-racism/racial justice:

- A. Governance model of the congregation.
  - 1) How are proposals brought forward, who makes decisions, and how do people end up in leadership positions?
  - 2) What is the organizational structure of the congregation?
- B. How do people express resistance or opposition?
  - 1) What is the informal culture of expressing dissatisfaction or objection to a decision?
  - 2) Complaint process?
- C. Who is the holder of anti-racism/anti-oppression work in the congregation?  
To whom are these holders accountable, what are they empowered to do, what is their charge, how is the effectiveness of their work assessed?
- D. How would/could the congregation make new commitments to anti-racism/anti-oppression work?

### 4. APMT

John McMillan presented the proposal for the Patio Roof. He reported the results of the financial analysis for feasibility. APMT recommended to the Board that both updating the front parking lot lighting (est. \$69,000) and constructing a patio cover (est. \$120,000) were priority projects. Funding is currently available, but it will be necessary to fundraise to replace the depleted funds. The Board approved and fundraising began in late December 2017.

Several contractors were invited to bid on the project and one contractor has submitted a bid – CW Design. The bid includes glass panels and a roof line similar to John’s suggestion. APMT was unanimous in accepting the bid for an estimated cost of \$113,797 plus building fees and necessary permits. A timeline was presented to the Board with an estimated delivery date of August/September, 2018. John’s report also included a warranty from CW Designs - a lifetime warranty on materials and labor plus once a year for four years, they inspect and clean the cover to ensure it is properly maintained.

Lucy discussed the money needed and where it is coming from:

1. Source of Funds: Building Funds and Capital Outlay for a total of \$165,778
2. Expenses:
  - a. 1<sup>st</sup> row of lights, \$29,900
  - b. Patio Cover \$113,797 for a total of \$143,697.
  - c. We received a chalice lighter grant will cover entry lights with no cost to the congregation.
  - d. That gives us a surplus of \$22,081 after building costs and furniture for the patio.

Denis Edgren moved to engage with CW Designs and the current bid.

Carl Crain seconded

The motion passed

##### **5. Treasurer's Report - Gordon Gerwig**

- a. **Finance Committee Update:** Finance Committee received updated financial reports via email on April 16th .
- b. March 31, 2018 **Balance Sheet** (Total Assets: \$849,361 +\$17,080)
- c. **Oper. Fund (01):** \$140,114 +\$12,926 (Reserve Fund \$56,999; current liabilities \$49,549 +\$11,766; Cash Flow Reserves \$32,816 )
- d. **Temp. Restricted Fund (02):** \$146,590 (Bequests \$20,000; Heritage Fund \$84,793 +\$2,436; Betty Ch’maj \$35,321 –\$1,063; misc. \$6,451)
- e. **Endowment Trust (03):** \$408,188 –\$3,398 Endowment Trust Loan is both an asset and liability
- f. **Property and Equipment Fund (04):** \$4,686
- g. **Building Fund (05):** \$149,783 (Building Fund \$145,052 +\$6,810; Cap Campaign Supt Fund \$4,731)
- h. **Five Star Bank loan:** \$498,911 –\$1,390 (\$3,433/mo. & \$41,200/year; currently at 5.25% principal & interest). Rate will adjust to Prime + 2% in November 2020
- i. **Endowment Trust loan:** \$310,740 (\$777/quarter and \$3,107/year; 1% interest-only)

*The Treasurer's Report is in the Drop Box.*

**6. Miscellaneous/standing items:**

- a. Finance Committee met on April 18th and reviewed the March 2018 financials as well as the preliminary 2018-2019 budget.
- b. Building Rentals: Through March 2018 received \$35,554 We have booked rentals through June 2018. \$60,000 was budgeted for the 2017-18 fiscal year, so YTD a deficit of \$9,446 . We have booked an additional \$6,547 from April 1st through June 30th. We have a projected deficit of \$20,335 in building rentals assuming no additional rentals are booked now through June 30<sup>th</sup>

**7. Budget Discussion – Gordon Gerwig**

- a. Gordon Gerwig moved that we take \$20,000 from the Bequest Fund (just received a bequest) to the Capital Outlay. Carl Crain seconded. Motion approved
- b. Sally White moved that we accept the budget as prepared and discussed. Kathy Bernard seconded. The motion was approved.
- c. Denis Edgren moved to amend the budget to include an additional \$1200 be moved to Capital Outlay. The motion was seconded by Carl Gardiner. Motion was approved.

**8. Long Range Planning – Carl Gardner**

- a. The FFTF committee has taken all the input from the forums and compiled a document to be put to the congregation at the annual meeting in May.
- b. Once the strategic objectives are approved, an action plan will be put together.

**9. By-Law Discussion – Denis Edgren, Roger Olson**

We reviewed Section 1. Sections 2 & 4 will be reviewed at another Board meeting.

**10. Committee Substantive Issues:**

- a. Stewardship:

**11. Minister Reports:**

- a. Rev. Dr. Roger Jones-
- b. Rev. Lucy Bunch-

**12. Board Business**

- a. The Congregational Meeting Draft Agenda was reviewed.
- b. UUSS Safe Congregation Policy was handed out and the Board should be prepared to discuss it at the next meeting.
- c. Reminder of Dates:
  - i. Congregational Meetings – 5/20/2018, 10/21/2018

- ii. UUA Regional Assembly – Portland, Ore., 4/27-29/2018
- iii. UUA General Assembly – 6/20-24/18
- d. Next Meetings
  - i. Executive Committee – 5/20/2018
  - ii. Board Meeting – 5/24 @ 7[m.
  - iii. Opening/Closing - May/Sally White
  - iv. June/Carl Crain
  - v. Leadership Topic - May/Sally White
  - vi. June/Carl Crain
- e. Closing – Rev. Lucy Bunch

**13.** The meeting was adjourned by President Margaret Wilcox at 9:44 pm.

Respectfully Submitted,  
Acting Secretary,  
Sally White

**UUSS Treasurer's Report – March 2018**  
**April 26, 2018**

**A. March 31, 2018 Income and Expense Statement**

**1 – Actual Income = \$58,505; Budgeted Income = \$58,758.** Actual income was \$253 less than projected. Pledge income was \$3,410 less than budgeted.

YTD income = \$529,967; YTD budgeted income = \$500,075. Income is 106% of budgeted.

**2 – Expenses = \$56,266. Budgeted = \$55,002.** Actual expenses were \$1,264 more than projected.

Utilities were \$30 more than budgeted; YTD \$135 less than budgeted.

YTD expenses = \$523,949; YTD budgeted expenses = \$518,185. Expenses are 101% of budgeted.

**3 –Net Income = positive \$850.** Budgeted net income was positive \$1,877.

YTD Property Use Revenue was \$6,561 less than budgeted and YTD Pledge revenue was \$25,974 more than budgeted. YTD non-pledged contributions & plate \$784 less than budgeted.

**4 – Fiscal YTD:** UUSS has a deficit of \$4,772; budget projection of a \$27,381 deficit.

**B. Budget Highlights and Concerns:**

- Cash flow (ability to pay bills) issue is not a concern at this time, as the operating account has \$140,114 —we are budgeted to spend an average of \$58,408 each month.

**C. Pledge Income Report:** March receipts = \$38,649 ; Budget = \$42,058.

YTD pledge receipts = **\$404,499**; YTD budget = **\$378,525**. Pledge receipts are 107% of budgeted.

**D. Finance Committee Update:**

Finance Committee received updated financial reports via email on April 16<sup>th</sup>.

**E. March 31, 2018 Balance Sheet (Total Assets: \$849,361 +\$17,080).**

**Oper. Fund (01):** \$140,114 +\$12,926 (Reserve Fund \$56,999; current liabilities \$49,549 +\$11,766; Cash Flow Reserves \$32,816 ).

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## Senior Minister's Report -- Board of Trustees Meeting – April 26, 2018

### **Staff and Committee/Lay Leadership Support**

Since the March meeting I have met with: Theater One chair and two directors, Stewardship weekly, Auction committee leaders often, Refugee Support Program leaders (and I helped to host their yearly volunteer lunch meeting), Religious Services Ctte, Ctte on Ministry, Board of Trustees, the Board's Executive Ctte, Program Council and its chair (and recruited a person to serve as chair next year), Refugee Support Team, Fund Raising Strategy Team, the 150<sup>th</sup> Anniversary Gifts chairperson (Tina Stidman), the 150<sup>th</sup> Anniversary Celebrations task force, All-ages camp director (Christopher), Adult Enrichment, Rev. Lucy (weekly) and the RE Coordinator. I attended a recent USS artist reception and helped lead our Auction Jubilee.

With Council chair Deirdre Downes I hosted a reception honoring our grounds keeping volunteers, the Grasshoppers. I worked with Board Prez and VP on a Safe Congregation policy.

### **Ministerial Matters**

I've met twice with Christine Lewis and Rev. Martha Hodges, who are coordinating a Pastoral Volunteers program for home-bound members and others who need visitors.

I met with Rev. Doug Kraft, USS minister emeritus, to finish our collegial Covenant. It was introduced a forum led by guest preacher Dr. Gretchen Woods April 15 and Doug and I signed it there. You can read it in the Board's "Personnel" folder in the BoT Drop Box.

Though members voted to call me in January of 2014, it took a while for the former president and me to revise the Letter of Agreement from the wording used when I was Acting Senior Minister, but we didn't get around to signing it. Margaret and I have signed the Letter of Agreement! Thanks to Victoria, it is in the Board's "Personnel" folder in the BoT Drop Box.

### **Child, Youth, and Adult Religious Education Programs and Spiritual Deepening**

Miranda and I continue to plan for content and leadership for RE programs for the fall, especially for our junior high and senior high youth groups. We have recruited co-directors for Chalice Camp, a day camp about UU identity and values, at USS July 9-13; they are Christine Soule, a USS RE volunteer and mother of three young adults, and Alex Haider-Winnett, a lifelong UU and ministry student from Pacific School of Religion. I have drafted a camp budget.

USS will be the host for the PCD Religious Educators' Pot of Gold conference Sept. 29.

In May I will start a series of three-session Adult Enrichment classes on UU theologies.

Lucy and I are chaplains in support of our volunteer facilitators for the Beloved Conversations anti-racism course, with about 15 participants from USS and Davis. I co-lead one of the semi-monthly Spiritual Deepening Circles with Nancy Oprsal; Lucy coordinates all SDCs.

### **Stewardship, Fundraising and Fun-Raising**

Auction Jubilee on April 14 was a big success—tickets sold out, delicious meal, good energy, many creative contributions for the raffle, cake walk, live auction and silent auction, and an amazing leadership team! The Fund-a-Need appeal worked well. Thanks all around!

The Anniversary Gifts appeal is dormant until the May 6 Activity Fair, which is organized by the Program Council; we have raised about \$126,000 of the \$200,000 goal, including \$14,000 at the Fund-a-Need portion of the live auction on April 14. It has been a joy to work with our Stewardship Committee and its co-chairs, Bobbie Keill and Janet Lopes.

Note (under Denominational Connections) that the PCD Chalice Lighters team has chosen our driveway lighting for the spring call for Chalice Lighters donations in the District.

## **Community and Denominational Connections**

As the only board member of the YMCA of Superior California who is clergy, I was asked to give an invocation for the annual luncheon for staff and volunteer awards and the annual report.

My thesis advisor, Rev. Dr. Randi Walker, is retiring after 30 years as professor of church history at Pacific School of Religion. I will be a speaker at her retirement reception on April 30.

On April 22 I hosted a communion in the tradition of the Unitarian Church of Transylvania, led by the Rev. Emese Bodor. She has spent the year at Starr King School. We had 18 people, including a minister and two others from UU Church Davis (event co-sponsor), including our UUSS president, our VP, several other members, and one visitor to UUSS for the first time ever. Also: Amadeus, the first dog to attend a Transylvanian Unitarian communion.

Our proposal to the Chalice Lighters crowdfunding program of the Pacific Central District has been accepted! Our specific project is a new set of lights along the driveway (projected cost \$8,800). The Chalice Lighters “call” to help UUSS will go out to those registered as Chalice Lighters in the District as well as to all who receive the Pacific Western Region email newsletter. Also, it will be featured at the Chalice Lighters table at Regional Assembly this weekend. PCD Board still seeks a Chalice Lighter promoter and a denominational liaison from UUSS.

Next Monday morning will be the last session of a spring semester class I am teaching on church administration at Starr King School for the Ministry.

I have accepted nomination to serve on the Board of Directors of the Pacific Central District; elections are at the PCD Annual Meeting this Saturday afternoon at Regional Assembly I Portland; several UUSS folks are going. There is a minister and RE workshop Friday morning.

## **Black Lives of Unitarian Universalism**

UUA President Susan Frederick-Gray, the UUA Board, and Black Lives of Unitarian Universalism (BLUU) have announced a \$1 million matching grant to support the ministry of BLUU in an appeal named The Promise and the Practice of Our Faith.

We can participate in this in two steps: by making a commitment before June 18 that UUSS will commit to raising \$5,000 for the appeal and then raise that much by June 30 of next year (2019). I would personally ask several members to make a sizable advance gift this summer and then we’d make a matching appeal in the fall to UUSS members and friends to contribute at what level they could. The goal is based on \$10 per congregant (UUSS members + pledging friends).

I proposed this to the Fundraising Strategy Team (FRST), which approved bringing it to you to make this commitment. I will ask for it to be on your May Board Meeting agenda. [Click for more information.](#)

Yours in service,

*Roger Jones, meeting of April 26, 2018*

## **Assistant Minister's Report for Board of Trustees Meeting of April 2018**

On the top of my mind this month is a sense of excitement and possibility coupled with a bit of stress about the state of the world and the amount of activity in our congregation. Sundays can be a bit overwhelming, but it is wonderful to see so many people engaged in our mission. Its an exciting and challenging time.

### Administration

APMT has had an active agenda including the patio cover and lighting project. I have participated in planning for both these projects. I met with Cassie Wilkins and Linda Clear are working on outreach to increase our wedding rentals and helped Krystal to develop a flyer outlining what we can offer for weddings. I have been working with finance on the budget for next year. This is the busiest time of the year for Michele our bookkeeper, with both the auction and stewardship happening at the same time. I think the office staff a doing a great job keeping up with our active congregation.

### Congregational and Committee Support

#### **Membership**

Judy Lane and I have identified some people who want to participate in planning and leading some of our membership activities. I have been leading this effort for the past few years and welcome some participants. Roger and I are making some tweaks to our process to be starting in June. Overall attendance at newcomer orientations and exploring classes has been steady. We have lots of newcomers in our fold and it is challenging figuring out how to connect with all of them and help them to get connected. I think our current process does a good job but could always use review. Currently I am reaching out to newcomers who pledged in this last cycle but have not formally joined. There are about 23 people on this list. I am also reaching out to people who have joined in the past year to see if they are feeling integrated in the congregation.

The UUSS closed Facebook group, Beyond Sundays is developing well. I met with the moderators and we determined that some tweaks are needed to the policy for posting in the group, to keep it from devolving into another communication vehicle for the church, rather than as place for members and friends to share and connect with each other. We are going to request that group leaders limit their posts related to group activities to no more than twice a month.

#### **Social Justice:**

I met with the leaders of Social Justice groups this month. We shared ideas and information and supported each other. It's a great group of committed folks. Susan Lange, leader of our interfaith justice group has been sidelined due to the death of her father, and her own injury. She is re-engaged with a new energy and commitment so expect to see some activity with the Immigrant justice group. Mercy Peddlers, our newest social justice group, has doubled in size of their active members from 3 to 6.

Our interfaith efforts are yielding some strong connections and relationships especially with our Environmental Justice Committee. Christine Bailey, Hally Cassai, Ruth McDonald and Eric Ross are the main movers and shakers of that groups along with interfaith partners. I attended the SAC Area Congregations Together quarterly clergy breakfast and learned about some of the efforts to deal with homelessness in our congregation.

My biggest project in social justice this month is working on the Anti-racism workshop with Paul Kivel on May 6<sup>th</sup>. We have two partners who are sharing the cost of this event, and some of the people who have participated in our Beloved Conversations program are helping with the logistics. I hope you are all planning on attending.

#### Worship and Music

Keith and I have begun planning for music in the next church year. He is completing his third year with us and has developed the choir into a great source of music and fellowship. There are 40 people on the choir roster! The Religious Services committee is beginning the process of recruiting new worship associates and we have a couple of new members on our list. I was very pleased with our Earth Day service especially the involvement of the kids in a variety of ways. We are finishing up our fourth year of monthly all-ages services, and it seems to me that they are running more smoothly as we learn how to create a better worship experience for all.

#### Pastoral Care

Starting next month, I will be doing pre-marital counseling with a member and her fiancé. I was trained in the Prepare/Enrich program and this will be the second couple that I will work with using these materials. I am pleased that I can offer this service to our members and I find the process enriching.

That's all for now folks.

Rev Lucy Bunch, Assistant Minister, UUSS